CUSF Proposal
Chair's Annual Report on the
State of Shared Governance on Campuses

Revisiting MOTION #1212

The idea for a proposal has been discussed in the General Body meetings of CUSF, the Senate Chair's meetings, and ExecCom. The current process is not collecting the necessary information to create a suitable report. The following proposal is a proposed process with which to implement MOTION #1212 if passed. A vote for the motion does not lock CUSF into this proposed process. The discussion below is a brief history of the proposal to date.

BACKGROUND OF THE PROPOSAL

At the May 18th meeting, MOTION #1212 was tabled and returned to the Faculty Rights committee (see Motion #1212 below). Since the motion had not been acted upon, Jay Zimmerman, Chair of CUSF, asked the membership what they wanted to do with the motion. The motion is provided below for reference. There was a brief discussion regarding the motion. The discussion noted that the motion may not be necessary at this time since a version of the motion was being implemented upon the recommendation of ExecCom (see August 3rd ExecCom minutes below). First, a process for the State of Shared Governance on campus report has been initiated. Next, it will be a major topic at the Senate Chair's meeting. It was believe by the ExecCom that both should provide sufficient information for the Chair of CUSF to complete a report to the Chancellor on the state of shared governance in the system. Third, it was noted that it is inappropriate for CUSF to be evaluating presidents within the System and that this was not part of the CUSF policy. For these reasons, the motion was discussed in terms of whether is should be taken off the table at the September meeting of the CUSF General Body. At that time it was recommended to leave the motion table since there was a report being compiled and it was believed to be suitable. Review at this time indicates that the information is not suitable for a report.

> **Motion #1212: Senate Chairs Annual Shared Governance Review [from May 18, 2012 minutes]:** Be it resolved: In order to further shared governance at individual institutions within the USM, the Council of University System Faculty recommends that the chairperson of the faculty governance body at each institution prepare a yearly report on the status of shared governance at their institution which will be sent to the Chair of CUSF. A compiled report approved by the CUSF Executive Committee will be shared with the Chancellor, CUSF General Body, and the Senate Chairs. [Disposition: Tabled]

The following discussion is from the August 3, 2012 ExecCom Meeting minutes and summarizes for CUSF members the intent of this initiative.

> **Shared Governance Annual Report**. During the last academic year there was considerable discussion regarding the evaluation of shared governance on campuses. In part, it arose out of the vote of no confidence of the President at Coppin by the Senate. Although there was much previous discussion regarding evaluation of the presidents, it was concluded that evaluation of the campus presidents by Senate Chairs for CUSF lies outside the scope of the share governance policy. Regardless, it was concluded that there may be a need for summarizing the state of shared governance on campuses. Different methods were discussed. Although nothing was formally decided in these previous

discussions, the discussion included an informal reporting process and linking it with the Senate Chairs meeting in fall or spring.

After a brief discussion on the topic it was suggested that in addition to the Welcome to the Campus presentation by the President, that there be a Welcome to the Campus by the Chair of the Faculty Senate with a report on the state of shared governance on that campus. In addition, the topic could become incorporated into the fall and/or spring Senate Chairs meeting. (August 3, 2012 ExecCom Minutes)

Based on the process to date and the data collected, it may be desirable to institute MOTION #1212 and require the Senate Chairs to submit a report on shared governance on their individual campuses. A summary is provided below.

- During fall semester there have been three presentations by the Senate Chairs on the state of shared governance on their campuses. There was no presentation at Bowie since the November meeting was a joint meeting with CUSS and USMSC. In general, the reports presented were suitable for the report. The problem is two fold. First, during the year there will be seven presentations at best. Second, since many of the meetings are held at the same institution each year, there will be a certain redundancy in universities covered and there will be some institutions that won't be included because CUSF doesn't have meeting at all of the Universities. In addition, these presentations require prior setup and discipline in their presentations.

- Although the Senate Chair's meeting provides valuable supplemental information, there is a question regarding its effectiveness in providing the primary information for the report on shared governance in an orderly manner. Since not all Chairs are in attendance, not all universities are represented at these meetings.

- It is difficult to expect the Secretary to organize a systematic report based on the Chair's meeting. This venue provides good supplemental information rather than being the primary format for these reports.

- At the time of this proposal, we are not collecting the necessary information to create the desired report.

Based on the history and the evolution of this proposal, it is recommended that MOTION #1212 be revisited. Second, it is suggested that the following proposal serve as a template to collect and present the data for the CUSF's Report on Shared Governance.

POLICY JUSTIFICATION FOR THE PROPOSAL

The proposed Chair's Report is consistent with the Constitution of CUSF which is to "*advise the Chancellor .... and to make recommendations on matters of System-wide professional and educational concern to the faculty and matters to which faculty bring special expertise.*" This proposal accomplishes this Constitutional purpose.

> I-2.00-CONSTITUTION OF THE COUNCIL OF UNIVERSITY SYSTEM FACULTY
> ARTICLE I
>   Section 1. Purpose. The Council of University System Faculty advises the Chancellor and reports regularly to the Board of Regents. Its responsibility will be to consider and make recommendations on matters of System-wide professional and educational concern to the faculty and matters to which faculty bring special expertise.

As a matter of practice, the policy on shared governance in Section III:F indicates that the Chancellor and other System administrators shall consult regularly with the legislative-mandated System-wide representative bodies, CUSF being one of these bodies. The proposed Chair's Report on Share Governance helps to formalizes this process and the information provided to the Chancellor for his annual report to the BOR on shared governance. Also, it assists in the evaluations of the Chancellor, the Presidents, and other administrators regarding shared governance (Section III: F).

> I - 6.00 POLICY ON SHARED GOVERNANCE IN THE UNIVERSITY SYSTEM OF MARYLAND
> III Practice
>> F. The Chancellor and other System administrators shall consult regularly with the legislatively-mandated, System-wide representative bodies. The Chancellor shall report annually to the Board on the status of these consultations.
>
>> H. Effective implementation of shared governance shall be a component of evaluations of the Chancellor, the Presidents, and other administrators as designated by the Chancellor for the USM Office, and by the President for the institutions.

The Chair's Report on Shared Governance is within the nature and scope of the USM policies, and the proposal is consistent with the Constitution of CUSF. Furthermore, in terms of USM policy, it is a document that significantly aids in the consultation process to the Chancellor and BOR on shared governance within the System.

COMPLETION OF THE REPORT BY SENATE CHAIRS:

The Annual Report on Shared Governance is a report by the Chair of the Faculty Senate (or equivalent) on the shared governance. It is the Chair's report. If the Chair wants to seek the approval of a committee or of the Senate, the Chair may do so. However, for the purposes of this report, these approvals are not necessary and are solely at the discretion of the Chair. The report should be completed before April 1st and submitted to the Secretary of CUSF. Electronic submission of the report is satisfactory.

Since the final report is the CUSF Chair's report, please note that the Secretary or the President of CUSF in completing the report reserve the right to edit the submitted reports.

REPORT STRUCTURE OF SENATE CHAIR'S REPORT:

Normally, the length of the report should be one to two pages single spaced. It can be shorter or longer dependent on the need. It should be divided into four sections: Background, Current State of Shared Governance on Campus, Issues and Concerns, and Recommendations. Please include the centered title of the report below.

It is envisioned that in the future, the Faculty Rights Committee will be responsible for developing and fine tuning the survey instrument to collect the data for the report. Currently, the data in the first report is more qualitatively. In the future, it maybe desirable to collect quantitative data also.

Procedures:

Briefly, indicate the approval process of this report.

    Examples of Procedures Section:
1) This report was compiled by the Chair of the Faculty Senate.
2) This report was compiled by the Chair of the Faculty Senate and reviewed by the Executive Committee of the Faculty Senate.
3) This report was compiled by the Chair of the Faculty Senate and reviewed by the Faculty Senate.

Background:

Briefly, explain the organizational structure of shared governance on your campus. Delineate the key structures in the shared governance process that are key to its operation. Since the shared governance process varies greatly from campus to campus, the purpose of this question is to begin to identify the different shared governance structures in use within the System and their effectiveness. The relevant policy items are noted in parentheses.

    Some specifics that you might consider include in your review:
1) Is there a shared governance plan that is being followed by the institution? (I-6:III;A)
2) Do you have a faculty senate or similar structure for shared governance? Are 75% of the members elected by their constituency? (I-6:III;B)
3) Does the faculty play a central role in the institution's teaching, research, and outreach programs? Explain how it does or does not? (I-6:III;C-2)
4) Do institutional structures and procedures for shared governance address the role of non-tenured and non-tenured track, part-time, adjunct, and other faculty? (I-6:III;D)
5) Briefly describe the resources that you receive to carry out shared governance? For example, do you receive a budget and/or reassign time as Chair? Do other faculty members involved in shared governance receive reassign time? (I-6:III;K)

Current State of Shared Governance on Campus:

The purpose of this section is to describe the current state of share governance on campus. Is it working? Are you working toward a common goal or according to a plan? Does the President and the administration consult with the faculty? Describe the effectiveness of this consultation? In part, this section builds upon the structures presented in the first section (background).

    Some specifics that you might consider include in your review of this section:
1) Additional comments on items 1-5 in the previous section.

Issues and Concerns:

In this section, address the effectiveness of the shared governance process on campus? Do the President and Provost consult with the faculty prior to making decisions and do the faculty have input per the campus institutions? This can be your realistic wish list. Please remember that this is not an evaluation of the President. That is an internal matter and the evaluation of the President by policy is under the purview of the Chancellor and the BOR. Your focus is on evaluating the effectiveness of the President in carrying out the shared governance process. This is under our purview. If there are no real issues and if shared governance is operating relatively smoothly, please indicate that this is the case.

Some specifics that you might consider include in your review of this section:
1) Additional comments on items 1-5 in the previous section.
2) Are there recent examples where the President or the Provost have made major decisions without consulting the faculty? (I-6:III;J-1) Are there recent examples where the President or Provost has disregarded the express wishes of the faculty? Please explain. (I-6:III;J-2)

Recommendations:

In terms of shared governance and the shared governance process, what changes would you recommend on campus to make the shared governance process work more efficiently? Invariably, most of these recommendations will be carried out at the campus level in dealing with the President and the administration. However, these recommendations will be reviewed by the Chancellor (unless edited) and can be utilized by the Chancellor. If there are no recommendations, please indicate that this is the case.

CUSF CHAIR'S REPORT

As envisioned, the CUSF Chair's Report will consist of the following sections. This format may change as the process and document evolve. The Chair's Report will be completed and submitted to the Chancellor by May 1st of the year. A copy of the report will be distributed to the General Body of the membership, the Senate Chairs, and posted on the website.

1) Procedures of data collection – [Source: CUSF Chair]
2) Compilation of Senate Chair's Reports – [Source: Secretary minutes]
3) Summary of the welcome to the campus by the Chair of the Faculty Senate with a report on the state of shared governance on campus – [Source: Secretary's minutes]
4) Summary of discussion of the state of shared governance at the Senate Chair's meeting – [Source: Secretary's minutes]
5) CUSF Chair's summary of shared governance within the system – [Source: CUSF Chair]